

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

31 MAR 1981

Mr. Steven Garfinkel  
Director, Information Security  
Oversight Office  
General Services Administration  
18th & F Streets, N.W.  
Room 6040  
Washington, D.C. 20405

Dear Steve:

The survey questions you forwarded to me concerning your study on the use of automated data processing equipment (ADP) systems in information security systems have been answered and are enclosed herewith. Since this was a preliminary survey, I did not require detailed responses from the components providing information since to gather precise information would have been a rather lengthy process.

If additional information is required, we shall be happy to assist in any way.

Sincerely,

/s/ Thomas H. White

Thomas H. White  
Director of Information Services  
Directorate of Administration

Enclosure

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EO/OIS [redacted]:mes (31 Mar 1981)

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IS00 SURVEY

USE OF ADP EQUIPMENT/SYSTEMS \*  
IN INFORMATION SECURITY PROGRAMS

AGENCY: Central Intelligence Agency

ACTIVITY, OFFICE, DIVISION: Office of Information Services, DDA

NAME AND TITLE OF RESPONDER: Thomas H. White, Director of Information Services

DATE: 31 March 1981

\*NOTE: FOR THE PURPOSE OF THIS STUDY, ADP EQUIPMENT/SYSTEMS DOES NOT INCLUDE WORD PROCESSING EQUIPMENT.

1. When did you start using ADP computer equipment in the management of your information security program?

1975

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2. How did you determine the need for computerization in your information security program?

Too much data for manual methods.

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3. Did you have any difficulties in getting authorization for use of computer systems? What were the major difficulties?

No. Getting our people trained in the use of this equipment and keeping these skills current was (and is) our biggest concern.

4. What aspects of the information security program are being supported by ADP systems? (Brief explanation)
- a. Control system for accountable classified material?
  - b. Inventories? Top Secret? Secret? Confidential?
  - c. Personnel security clearances?
  - d. Control of passes?
  - e. Mandatory review for declassification?
  - f. Systematic review for declassification?
  - g. Other declassification programs?
  - h. FOIA requests involving classified information
  - i. Other (specify) \_\_\_\_\_

a, b, c, d, e, f, and h.

Our system for accounting and controlling Top Secret Agency documents generates via Batch mode, inventory listings for each of our user offices or control points. Our system does have on-line input/edit features. We then review these inventories with individual offices and later conduct audits of same.

Our other systems for personnel clearances, control of "identification" documents, mandatory and systematic review and FOIA requests are "store and retrieval" systems.

5. Are reports generated as a result of ADP processing? What kinds? Are they used by other agencies? (If so, explain.) How frequently are they updated?

Yes, exception reports taken from SMF audit trail information. Not used by other agencies. Reports generated weekly.

Reports for mandatory and systematic review are generated and updated on an as needed basis. Some systematic review reports are used by other agencies to determine what the review decision was so they could properly handle our documents in their possession.

6. Has the use of ADP systems in your information security program been evaluated for cost effectiveness? (If so, explain.)

No - for security.

7. Is manual processing of data a practical alternative in times of ADP computer system outages?

No.

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8. How many members of the security staff have had formal training in computer science? How many are qualified to operate a terminal to make inputs and retrieve information?

All of the Information Systems Security Group.

All of the Information Systems Security Group.

Numerous others in additional units have been trained and are qualified.

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9. What problems have you encountered in application of ADP to the information security program (management and operational)?

Lack of adequate resources for size of job.

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10. What benefits have you encountered in application of ADP to operation and management of the information security program, i.e. decreased costs, decreased personnel staff, improved controls, etc.?

Improved controls.

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11. Would you recommend use of computers to agencies with limited information security programs? (Costs vs. benefits?) If so, in what areas?

Yes - audit trail - absolute must.

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